



# NEMBC AGM - Made Easy

Voting and nominating can be complicated so we have provided you with a simple, easy to use information sheet about the AGM. The NEMBC holds an Annual General Meeting (AGM) every year, usually in November.

There are two types of voting at the AGM; an open voting system using a card that is held up at the AGM, and the second type of voting is a secret ballot held during an election year. Every second year there is an election for voting for the representatives on the different committees.

This year 2022 is an election year. Here are the simple three key deadline dates for the election process:

15 May 2022	↓	NEMBC Membership fees must be paid
22 May 2022	↓	Letters of Appointment must be received stating the delegates and voting delegates and their number of votes
Saturday 6pm, 28 May 2022	↓	Nomination forms need to be filled out if you would like to run for a position on a committee, a Letter of Appointment must be filed earlier on 22 May 2022.
Sunday 9am, 29 May 2022		NEMBC AGM

## What happens before the AGM

Twenty eight days before the AGM the NEMBC must advertise the AGM. The agenda and papers are sent to members and published in the Ethnic Broadcaster journal, and information is provided on the website. It is a Constitutional requirement that an announcement of the AGM must be 'posted' 28 days before.

### **Membership**

All membership is paid either by the individual program or in many cases the radio station or 'umbrella organisation' that pays on behalf of the members. Membership must be paid at least two weeks before the AGM in order to vote and be nominated. This is a policy of the NEMBC.

### **How do members get to vote?**

Members that vote are appointed by the radio stations committees or an 'umbrella organisation' committee. The 'governing body' discusses and appoints the delegates to attend the NEMBC AGM. The NEMBC must receive **Letters of Appointment** from these governing bodies. The Letters of Appointment state who the voting delegates are and how many votes each delegate has. It also states who the delegates are that attend the AGM.

## **Letter of Appointment**

Samples of the **Letters of Appointment** are provided on the NEMBC website at least 28 days before the AGM. They are also sent via email to stations and umbrella organisations months before the AGM. They are also provided at the Conference the day before the AGM, but they must be signed by the President, Secretary or Manager of the organisation confirming that the 'governing body' has met and has agreed to the delegates.

**Letter of Appointment forms must be submitted by the 22nd of May 2020 and emailed to**

admin@nembc.org.au

### **What is a voting delegate and a delegate?**

- Voting delegates are the only ones that can vote at the AGM.
- A delegate can be nominated for a position on a committee (Nomination Forms must be filled out to run for a committee).

### **Nomination Forms**

Nomination forms need to be filled out if you would like to run for a position on a committee.

Nomination forms can be found on the NEMBC website at least 28 days before the AGM. The Forms are also available the day before the AGM on the registration desk at the conference.

In order to fill out a Nomination Form the NEMBC needs to have received the Letter of Appointment by the 22<sup>nd</sup> of May 2022 and the nominee's name must be on the Letter of Appointment as a delegate.

Filling out Nominations Forms can occur at any time but is usually done one day before the AGM, at the annual conference. The forms are available for each of the committee positions at the registration desk and must be signed by two NEMBC members and the candidate running for the position.

Nomination Forms need to be in by the designated time of 6pm on the Saturday before the AGM.

### **Proxies**

There are two types of Proxies and forms are available for proxies:

#### Proxies before the AGM:

If a station does not appoint Voting Delegates: A group of five programs may come together and send their proxy to the NEMBC ahead of the AGM. A proxy must be provided in writing and given to Voting Delegates. The Constitution states "The instrument appointing a proxy shall be one for each group of five Members or part thereof as herein provided and shall be deposited with the Secretary of the Council at least three hours prior to the proposed meeting at which such proxy vote is to be cast."

#### Proxies at the conference.

The day before the AGM proxy forms are available if Voting Delegates need to proxy their vote to another Voting Delegate, at the conference. This can occur if the member, for example, is leaving early and won't be in attendance at the AGM.

### **Motions presented to the AGM.**

There are two ways that motions are raised at the AGM:

- 1) **Motions need 28 days' notice.** Motions are sent with the AGM Agenda and are formulated and sent by the NEMBC Executive Committee when the agenda and papers are sent — posted 28 days before the AGM. This is especially important with changes to the Constitution and other important issues.
- 2) **Motions from the conference:** A process occurs where motions are also put to the AGM when they have come **out of workshops** during the conference.

Motions go to the NEMBC Executive Committee for consideration and action.

***If you think this information could be improved or if you have any questions please don't hesitate to contact the Secretariat and we will help clarify the voting process.***